

**Minutes**  
**Warm Springs Watershed Association**  
**January 28, 2015**

Attendance: Board Members: Jeff Hankey, Susan Jones, Kate Lehman, Larry Lower, Tim Rowland, Andy Swaim, Bob Wurster; Others: Michael Brooks, Jazz Clark, Alana Hartman, Shary Harmon, Jeff Iliff, Katherine McCann, Brian McCann. Norman Dean and Betty Harmison have excused absences.

Announcements and Reports

A **tree inventory** will be held at Greenway Cemetery on Saturday, February 7, starting at 10:00. It is hoped the entire inventory can be done in one day.

At the first meeting of the new County Commission, it appeared that the **Rail Trail** would be “killed.” There was a large and loud public reaction. A support group has been pulled together to determine if it is feasible to continue this project. Joel Tuttle is the commissioner in charge of this project. At a later point it may be important to have information on the general value of the trail to the Warm Springs Run and the larger community.

Secretary’s Report

Larry moved/Bob seconded that the December 3 Minutes be filed as written. The vote was unanimous.

Treasurer’s Report

As of December 3, 2014 the funds in our Citizen’s National Bank account totaled \$11,801.37. As of today the total is \$9188.73. There were five debits, all invoices previously approved.

- \$21.21 to the Morgan Messenger for printing potential logos
- \$25 to the Morgan Messenger for printing the newsletter
- \$1230 to Tim Fraker Signs; these funds came out of the 2014 Stream Partners grant
- \$400 to Mary Klotz for work done to create a logo
- \$956.44 to Cacapon Institute. \$684 came out of the 2014 SP grant.

There was one credit:

- \$20 for the first two members to renew their 2015 dues

Michael noted that he had renewed his dues on line.

The Treasurer’s Report was filed to audit

Committee Reports

**Finance Committee**: Andy reported the following outstanding bills for approval:

#### Outstanding bills to present to board

- \$9.80 to the Morgan Messenger for running off copies of the final 2014 SP report.
- \$58.00 to the Post Office for rental of our box. Kate paid the bill and will be reimbursed.
- \$135.97 for three hoses;
- \$125.00 for posts for the five signs that will be erected by the tree planting area. Kate paid the bill and will be reimbursed
- \$38.50 to cover a check written to Earth Dog in September has never cleared, and appears to have been lost. Andy requested permission to write another check for the amount in question. Larry moved/Susan seconded the motion; the vote was unanimous.

Andy reported that a budget needs to be created to be presented at the annual meeting. He also recommended that we once again apply for funds from the Town of Bath Hotel/Motel tax. The deadline for application is February 27. Last year these funds were used to pay Directors and Officers Insurance. The application for these funds is due February 28. It was recommended that we also apply to Morgan County for funds from their allotment of the Hotel/Motel tax. That deadline is May 30.

**Program:** It was decided by consensus that we will participate in the Master Gardener's Plant Fair in May.

- **Jeff H** will apply for collection permit so we can have a display of critters from the Widmyer Wetlands.

**Membership:** Susan reported that the Memorandum of Understanding on the "Green Business" program was presented to the Eastern Panhandle Conservation District at their January meeting. Suzy Lucas forwarded Susan an updated MOU reflecting changes proposed by EPCD that they help WSWA but not lead the effort. Susan and Kate will meet with Heather Ishman and Suzy Lucas, both of the EPCD, on Monday, February 2 for further discussion of the project. Susan will include a reminder to renew dues in the next newsletter, which will come out in the next few weeks.

**Publicity:** Tim and Kate included a summary of test results for fecal coliform bacteria in a follow-up article on the fuel oil spill that was published in the January 7 edition of the *Morgan Messenger*.

**Stream Monitoring:** Norman and Kate have applied for scientific collecting permits from the WV Division of Natural Resources. At least one person involved in each stream-monitoring event must have a scientific collecting permit.

**Webmaster:** We are not breaking any records for visits, although there was a spike in mid-January. FB had 16 viewers, 3 more than last week. Michael reported that WSWA cannot make any changes to the website without ownership being transferred from Tyler. We should also have the PayPal account in the name of WSWA.

- **To Do: Michael** will talk to Tyler

### Unfinished Business

Alana attended the meeting to present the check for the **2015 Stream Partners Grant**. She also went over requirements for bookkeeping. Specifically:

- All receipts, invoices, and checks must be turned in as part of the midterm and final reports;
- Invoices must be marked “paid;”
- Reimbursement must be approved ahead of time by the Basin Coordinator if the person is using cash.
- No cash purchase greater than \$10.00 is allowed without approval from Alana.
- All purchases go through the treasurer.
- If other people buy things, make certain they have a copy of the guidelines.
- We cannot use these funds to purchase trash pickers or trash bags.
- If the budget needs to be changed by more than 10% it has to go back to the review team for approval. If it’s less than 10%, there is wiggle room.
- Spend all money no later than December 31.

Board members and Executive Committee members signed the agreement stipulating these conditions.

The **2014 Stream Partners Final Report** was filed with Alana. Alana advised that it is necessary to spend the last \$11.00.

**Audit:** The people on the audit committee need to set date to meet when Andy can hand over the books.

It was decided to hold the **2015 Annual Meeting** in April so we can focus on Earth Day theme. Several potential topics were discussed. As directed, Kate has secured the board room at the Board of Education headquarters on Harrison Avenue.

### New Business

There was discussion of a “**Pre Make it Shine**” Event,” to be held in March.

**To Do: Jeff H** will talk to kids about service hours

We will hold our **Make it Shine** event on Monday, April 6th with a rain date of the 10<sup>th</sup>.

Betty Lou and Kate will be on the **Nominating Committee**.

It was decided to honor Jeff Hankey for the annual **Volunteer Recognition event**.

Susan suggested creating and erecting signs to identify the Run in places where it is visible from the road, walkways, etc.

**To Do: Susan** will contact the Department of Highways and the Conservation District to determine what factors need to be taken into account for such a project.

#### Other

Andy gave an **update on heating fuel oil spill**. At last count, the cost for clean-up was a little under \$70k. The homeowners' insurance will pay for the costs.

Andy asked for permission to **order t-shirts to replenish our stock** for the annual meeting, as well as for the Plant and County Fairs. Susan moved/Jeff seconded; the vote was unanimous.

**To Do: Andy** will check to on possible price breaks based on the number of shirts ordered, and then go ahead and order more shirts.

Adjournment: The meeting was adjourned at 7:45

The next meeting will be held at 6:00 on February 25 at Earth Dog Café. Those who wish to eat dinner before the meeting may arrive at any point after 5:00.